

**CPARS CONFIGURATION MANAGEMENT BOARD  
MINUTES  
San Diego, CA  
April 24, 2006**

**0830 Welcoming Remarks - (Mr. Ed Marceau, NSLC)**

**0835 Introduction of Members and Guests - (All)**

**0845 Compliance with Sub-contracting Goals - (Ms. Mary Reynolds, SAF/SB)**

- Ms. Reynolds, Associate Director, Air Force Small Business Programs Office, stated that Federal and DoD agencies have expressed the need to increase emphasis on Small Business Utilization and Sub-contracting Goals. Ms. Reynolds presented recommendations to add a ratings element in CPARS for Small Business Utilization and Sub-contracting Goals, and corresponding changes to Policy Guides and the DD forms. Ms. Reynolds has coordinated this recommended change through the DoD Small Business IPT. This enhancement was approved by the CMB.

**ACTION:** NSLC will develop a plan for incorporating the enhancement in a future release of CPARS.

**ACTION:** NSLC will review the proposed data feed from FPDS-NG to determine which data fields can be captured to facilitate the enhancement. NSLC will determine whether FPDS-NG includes data elements to reflect business size, socio-economic plan, and whether a small business plan applies.

**ACTION:** Ms. Heidi Johnson, SAF/AQC, will contact Dave Powell to determine the procedures for updating the DD forms.

**0915 Performance Information Working Group (Mr. Ed Marceau, NSLC)**

-Ed provided an update on this Federal initiative whose objective is to revisit the requirements for collecting and using Past Performance Information. The CMB delegated a team comprised of Linda Lunn, Margaret Gillam, Marilyn Kells, Nina Morrow, Sarah Ward and Ed Marceau to review proposed changes in policy and guidance, and provide a consolidated response to the Working Group.

**ACTION:** Ed will distribute draft copies of the proposed guide to the CMB.

**0930 DoD Business Transformation Agency (BTA) and NSLC Commitments (Mr. Ed Marceau, NSLC)**

- The DoD BTA was recently formed and is responsible for Defense transformation efforts. CPARS and the Past Performance Information Retrieval System (PPIRS) have both fallen under the oversight of the BTA. Ed clarified roles and responsibilities between CPARS, PPIRS and the BTA. He also

discussed the future of CPARS, which could include a merger with PPIRS into one application for the reporting and retrieval of performance information.

**ACTION:** Steve Swiger will investigate an option for hosting the CPARS server and provide info to Steve Almeida.

#### **1015 Recent Enhancements (Mr. Ted Hohman, NSLC)**

- Mr. Hohman demonstrated enhancements incorporated in the October 2005 release and reviewed enhancements in the 16 May 2006 mini-release.

**ACTION:** NSLC will provide the revised Focal Point letter to the CMB and all current Focal Points.

**ACTION:** NSLC will incorporate the User List and Activity Log into the CPARA and CPARB level Status Reports.

#### **1030 A Contractor's Perspective (Mr. Brad Gale, Lockheed Martin)**

- Mr. Gale addressed the CMB with a contractor's perspective of the CPARS process. He outlined four areas of concern:

- 1) automatic contract registration to improve ease of use and compliance
- 2) data consistency between commands
- 3) lack of data analysis capabilities within CPARS
- 4) determining the proper business sector for Performance Based Logistics Contracts

**ACTION:** The CMB will review Mr. Gale's comments and suggestions to determine if further action is required. CMB will report findings and recommendations to Mr. Gale and other interested industry representatives.

#### **1040 Suggested CPARS/ACASS/CCASS Enhancements (All)**

- The CMB reviewed 119 potential enhancements. Of those, 44 were approved by the CMB, 59 were disapproved, and 16 were deferred pending clarification. Users who submitted enhancement requests have already been notified of the CMB's decision.

**ACTION:** NSLC will contact the users on those requests needing clarification and include them on the agenda for the next CMB.

**ACTION:** NSLC will review the approved enhancements for feasibility and priority, and determine a plan for incorporating them into a future release.

**ACTION:** Ted and Heidi Johnson will develop verbiage to be added to the CPARS guides prohibiting distribution of CPARS via email.

**ACTION:** Ted will develop verbiage for a "pop-up" when a Contractor Rep saves the CPAR to remind them to "Validate and Send to the Assessing Official".

**ACTION:** Linda Lunn and Steve Swiger will provide examples of notifications sent to users explaining their action required in the workflow.

#### **1430 Federal Procurement Data System - Next Generation (FPDS-NG) Interface Update - (Mr. Ted Hohman, NSLC)**

-Ted discussed the status of developing a data link with FPDS-NG to allow for pre-population of basic contract data, and improved compliance reporting. Discussions are ongoing between NSLC, the BTA, and FPDS-NG representatives. Data mapping and requirements documents are being modified to reflect recent changes in the FPDS-NG Data Dictionary. A target date of October 2006 has been established for project completion.

**1440 Army Past Performance Information Management System (PPIMS) Transition Update - Mr. Ed Marceau, NSLC)**

-Ed discussed the status of the transition of PPIMS to CPARS. Discussions are ongoing between NSLC, the BTA, and PPIMS representatives. A target date of October 2006 has been established for project completion.

**1450 Status of ACASS/CCASS Policy Guides (Ms. Marilyn Kells, USACE)**

- Ms. Marilyn Kells reviewed the actions of the ACASS/CCASS Policy Guide Working Group and provided the current status of the draft guides. CCASS Policy Guide will be distributed to the services for comment.

**1500 Reporting Compliance and Overdue CPARS (Mr. Ted Hohman, NSLC)**

-Ted reviewed current compliance and overdue metrics, and solicited input on improving reporting compliance. NAVSEA has incorporated CPARS and PPIRS compliance into the criteria for NAVSEA Inspector General Command Performance Inspections. Also, the data link with FPDS-NG will provide a more accurate picture of what contracts require reporting, and resulting compliance reports will allow agencies to more closely track command compliance.

**ACTION: Ted will provide Heidi Johnson with a 12-month history of Air Force overdue rates. COMPLETE 05/17/06**

**1510 Status of Online and On-site Training (Mr. Ted Hohman, NSLC)**

-Ted reviewed the status of the CPARS/ACASS/CCASS training programs. To date, over 2,372 users have been trained at on-site seminars, and over 1,187 users have been trained via the online training. The next on-site seminar is tentatively scheduled for 01-03 August, at MCB Quantico, VA. Details will be posted to the CPARS website when available.

**1520 Encouraging CMB Meeting Participation (All)**

- The Board discussed options for improving communication between members and increased involvement of members in the decision making processes. Possibilities include more frequent CMB meetings, meeting via conference call or video teleconference, and routing policy questions via email.

**1530 Outstanding Action Items - (All) [Deferred to a future CMB meeting.](#)**

- NSLC will forward the current DoD business sector definitions to the DoD Past Performance IPT with the suggestion that the sectors be reviewed and updated.
- NSLC will suggest to the DoD Past Performance IPT that business sectors be added for Lease/Rentals and Real Estate.
- The Board engaged in significant debate over whether to categorize non-exempt research and development as major weapons systems or services. Bob Johnson will discuss this issue with Dave Hall to ensure that both Navy and Air Force perspectives are considered and will forward a joint recommendation to NSLC.
- NSLC will note in the CPARS online help that the pre-populated business sector/sub-sector may be changed if desired.
- Doreen will contact CMB members via email to solicit inputs regarding modifying the Contract Type drop down list to reflect the current contracting environment?
- NSLC will contact DPAP (Lisa Romney) to ascertain if a printable HTML view of the CPAR data elements is sufficient to meet the legal requirements for the contract file. **Question has been forwarded to DPAP, awaiting DPAP response.**
- NSLC will discuss the policy for support contractor access to the source selection sensitive information in CPARS with DoD Legal or the DoD Past Performance IPT. **Question has been forwarded to DPAP, awaiting DPAP response.**
- NSLC to recommend to the Performance Information Working Group and DoD Past Performance IPT that CPARs be written on Government Activities performing work as Most Efficient Organizations (MEOs). **The question of how to handle MEOs has been forwarded to the Performance Information Working Group. No specific recommendation has been forwarded due to DASN(ACQ) concerns with the policy. May need to be revisited by the CMB.**
- NSLC will submit Canadian Commercial Corp and Randolph Sheppard Act language to DASN(ACQ) for review and concurrence prior to incorporation into the DoN Guide. **Complete, pending DoN Guide approval.**
- Doreen to resend AF Lotus Notes reports to DoD PP IPT for consideration.
- Doreen to provide information on Federal CCR Novation Process and Policy. Specifically, in a buy-out does the company also buy the predecessor company's Past Performance data, and how is CPARS affected when a company updates its parent / child relationships in CCR?

**1530 Scheduling Next Meeting - (All)**

- It is proposed that the next CMB meeting be held in Portsmouth, NH in September. In the interim, if a meeting is required it will be coordinated via conference call.

**1540 Adjourn**